

SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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Right of First Refusal and Interview Rights began 3/1/2001 for TCF

Effective March 1, 2001, the Topeka Correctional Facility engaged in layoffs due to the transfer of the reception and diagnostic unit from the Topeka Correctional Facility (TCF) to the El Dorado Correctional Facility. Senate Substitute for House Bill No. 2624 of the 2000 legislative session was established to allow all Classified/Regular employees laid off from TCF the Right of First Refusal (ROFR) and Interview Rights (IR).

This article provides detailed information regarding SHARP transaction processing and guidelines.

SHARP Processing and Guidelines

Notice of Vacancies in SHARP

Agencies are required to reserve all classified/regular vacancies for ROFR candidates for the first 6 days the vacancy is open (Wednesday through Monday). Until further notice, agencies will need to post ROFR closing statements (ex: Vacancy open only to ROFR applicants through 3/5/01) in the job duties description field which is located on the Job Requisition Data 2 panel when an-

nouncing classified vacancies. If you have additional questions, please contact Jenifer Lewis at 785/296-5390.

Verify That an Employee has ROFR or IR

Agencies may view the Hospital Closure Layoff table to verify an employee has ROFR or IR available. The Layoff table can be accessed using the following path in SHARP: Go, Develop Workforce, Recruit Workforce (U.S.), Setup, Hospital Closure Layoff, Layoff Table, Update Display. If no employees in your agency have access to this panel you may need to submit a revised Security Form to the Division of Personnel Services. You may print a SHARP Agency Security Selection form from the SHARP documents web page at <http://da.state.ks.us/sharp/documents>.

If an employee has an active ROFR or IR, the value in the fields listed in the First Refusal Right box and/or the Interview Right box will be 'R' for ROFR or IR Right. If the employee has used either of these rights, the values in these fields will be 'U' for Used. If an employee's ROFR or IR has expired, the First Refusal Right or

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Interview Right box will be 'E' for Expired.

Entry of Rehire Actions for Candidate Exercising ROFR or IR:

Before entering a rehire for a candidate exercising their Right of First Refusal (ROFR) or Interview Right (IR) it is important that their current row in job data must be either the layoff or a termination action. For example: a laid off Topeka Correctional Facility employee may have accepted a temporary position prior to exercising their ROFR/IR right, so a termination (TER/SEP) would need to be entered prior to entering the rehire.

When rehiring an employee exercising their ROFR from Topeka Correctional Facility the correct action/reason code to use

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Vacation Leave Overage Reminder

Classified employee leave balances will be reduced to the maximums allowed pursuant to Kansas Administrative Regulation (K.A.R.) 1-9-4 on June 9, 2001.

This article also applies to unclassified employees who follow Executive Order 98-7. This Order adopts certain rules and regulations, including the vacation leave maximums listed in K.A.R. 1-9-4. For those unclassified employees who do not follow Executive Order 98-7, this article doesn't apply.

NOTE: Vacation Leave Pilot Project agencies (Kansas Department of Transportation, Kansas Corporation Commission, Juvenile Justice Authority, and the Department of Administration) will follow an updated version of the Vacation Leave Pilot Project guidelines that were established last year, and should continue to encourage use of vacation leave overages prior to 06/09/01. More information will be given to Vacation Leave Pilot Project agencies at a later date.

Leave balances are reduced to the maximum according to the following steps: 1) The SHARP system reduces an employee's vacation leave balance by any hours USED during the 05/27/01-06/09/01 pay period; 2) the system reduces the vacation leave to the maximum allowed per the regulation; 3) the system adds hours accrued to the employee's vacation leave balance; therefore, the number of hours ACCRUED for the pay period ending 06/09/01 will not be lost.

You may wish to remind your employees now of the vacation leave overage date and that any vacation hours over the maximum as of

06/09/01 will be lost (excluding the hours accrued for the pay period ending 06/09/01).

For more specific information on leave balance maximums and overages refer to the following: Kansas Administrative Regulation 1-9-4, Bulletin 99-01: Vacation Leave Overage, Executive Order 98-7, and Time and Leave Computer Based Training: Maximum Vacation Leave Policy and Schedule (page 20).

If you are unsure if an unclassified employee is covered under Executive Order 98-7 or if you have other questions about the maximum vacation policy, consult with your Human Resources office or your Human Resource Consultant in the Division of Personnel Services.

SHARP-SHOOTER

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Leave Accrual for Off-cycle Payroll Processing

A new leave accrual program has been developed and tested by Department of Administration staff located in the Bureau of Department of Administration (BDAS) and the Division of Personnel Services (DPS) for off-cycle payroll leave accrual processing.

Beginning Monday, March 12, 2001 agencies no longer need to request DPS to increase employee's leave accruals because of changes to accrual amounts for off-cycle pay affecting adjustments and supplementals. Please note, however, that the new off-cycle leave accrual process does not include manual paycheck ad-

justments/supplementals entered by the Division of Accounts and Reports.

When there is a change in the CTLA figure (Counts Toward Leave Accrual/In Pay Status) whether it is higher (or lower) than the original check, an employee's leave balance may be increased (or decreased) automatically based on the tables in Kansas Administrative Regulation 1-9-4 and 1-9-5. This will occur during off-cycle nights through a leave accrual batch program.

Because this is an all-new process, we ask that you pay particular attention to leave accrual balances when processing these ad-

justments and supplementals. We recommend you take panel prints of leave balances before and after entering supplementals and adjustments of checks that have a change from what was originally recorded under CTLA so that you may properly document the leave accrual changes that occur to leave balances following the off-cycle processing.

If you have questions about the new off-cycle leave accrual process, please contact Brent Smith at brent.smith@state.ks.us or consult with your Human Resource Consultant in the Division of Personnel Services.

ROFR and IR SHARP Processing and Guidelines

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on the Job Data 1 panel in SHARP is Rehire/ROF. The action is Rehire (Rehire) and the reason is Right of First Refusal Rehire (ROF).

When rehiring an employee exercising their IR from Topeka Correctional Facility the correct action/reason code to use is Rehire/IR. The action is Rehire (Rehire) and the reason is Interview Right (IR).

- When ROFR candidates are rehired using Rehire/ROF the employment status on the Job Data 4 panel will default to permanent.

- When IR candidates are rehired using Rehire/IR the employment status on the Job Data 4 panel will default to Probationary. Agencies will need to adjust the probation end date as needed to indicate the desired number of months.

- For information concerning the pay of employees upon reemployment to a position in the same or lower pay grade, please refer to K.A. R. 1-5-10(c).

- For information concerning the pay of employees upon reemployment to a position in

a higher pay grade, please refer to K.A. R. 1-5-13(c).

If you have questions concerning the entry of these transactions in SHARP please contact Connie Guerrero at connie.guerrero@state.ks.us or Noble Morrell at noble.morrell@state.ks.us. If you have questions regarding the policies pertaining to rehiring employees with ROFR or IR rights, please contact your agency Human Resource Consultant in the Division of Personnel Services.

Dear Dead Eye...

Q: Several of my co-workers have suggested I have my paycheck deposited directly to my bank account rather than getting a paper check. What are the advantages of direct deposit?

A: Direct Deposit helps ensure that your pay will be available to you on payday by avoiding the possibility of a lost or delayed paycheck that may occur when paychecks are mailed. It also provides convenience in that you don't have to make a trip to the

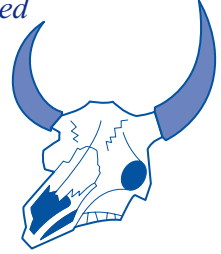
bank to deposit your paycheck or make arrangements to get your paycheck deposited when you are out of town or otherwise unavailable to deposit your paycheck. Over

80% of state employees receive their paycheck through direct deposit.

Contact your Human Resources office to sign up for direct deposit.

All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785) 296-4886, or E-Mail: douglas.quinn@state.ks.us.

All questions will be answered in the following issue of the newsletter.



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